

## **An ANU green workplace... Double sides and reduces when photocopying and printing**

### **Eye-opener**

A photocopier left on continuously for seven years (over a standard life of two million copies) could consume up to \$1,500 of electricity, \$24,000 of paper and \$15,000 of toner.

Consumables (paper and toner) are the biggest cost of a photocopier and have the most environmental impact. ANU staff and students consume over 80,000 reams of paper per year. If these reams were stacked on top of each other they would reach a height of over 4 kilometers—21 times taller than Telstra tower! Reducing the need for multiple copies of documents can save energy, money and the environment.

### **How You Can Help**

#### **Double sided printing and reducing on your computer.**

- Set your printer to print double sided by default.
- You can select to print single sided when necessary.
- Instructions for PCs and Macs are available on the ANUgreen website under "resources": [www.anu.edu.au/facilities/anugreen/resources](http://www.anu.edu.au/facilities/anugreen/resources)



#### **Double sided printing and reducing on photocopiers.**

- Many photocopiers can copy double sided as well.
- Reducing from A3 to A4 is possible on many photocopiers, and your photocopier may also enable you to double side print and reduce at the same time!
- By following some instructions and pressing a few buttons, you can spare at least 50% of your paper use!



#### **Ensure relevant instructions are displayed at the photocopier.**

- Utilise the features on your photocopier!!! If not already displayed, provide instructions on the wall next to the photocopier of how to reduce documents and double side print.
- This process is usually explained in the photocopying manual, so you can simply photocopy the relevant pages from the manual and stick them on the wall.

**The Green Office Program at ANU, part of ANUgreen**  
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Sources: [www.energystar.gov.au/greenbook.html](http://www.energystar.gov.au/greenbook.html) (10/02) / Fuji Xerox down to earth office care.